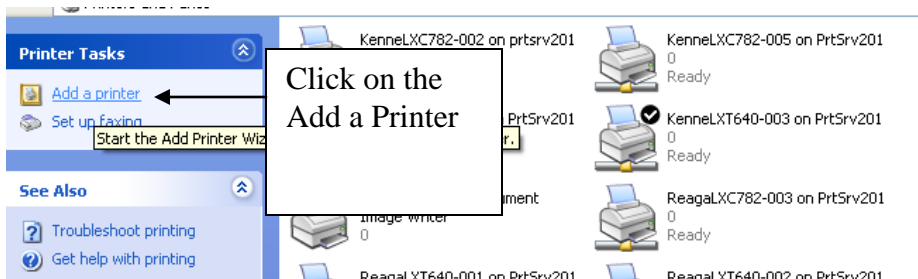
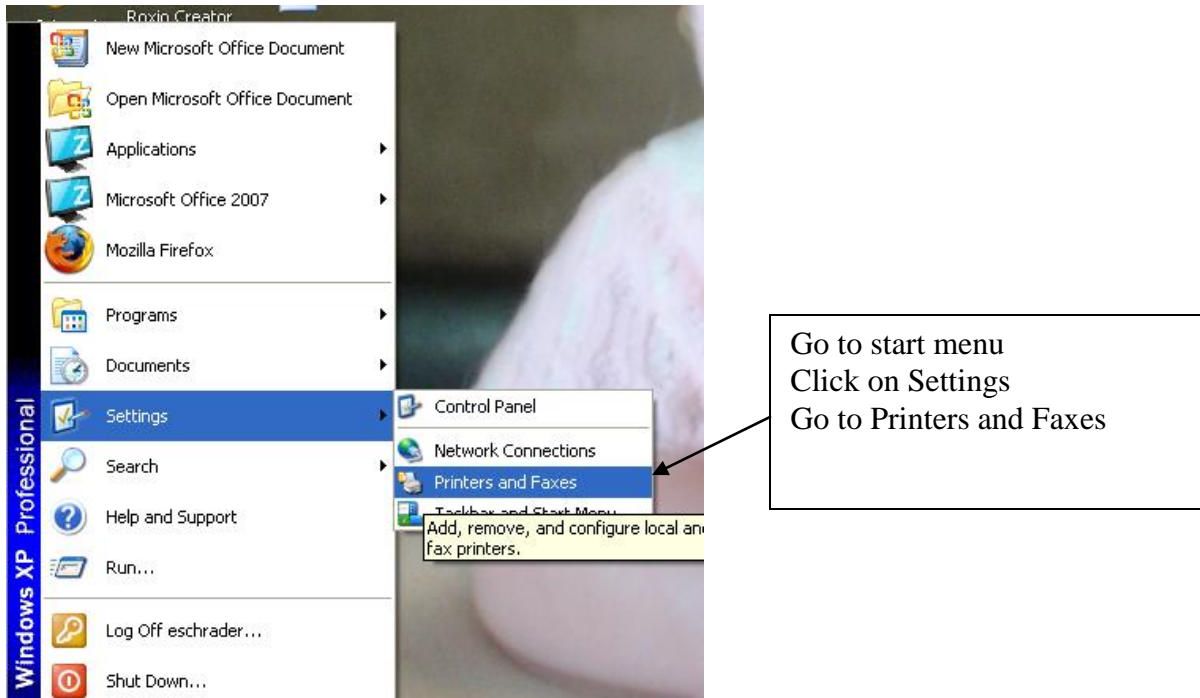
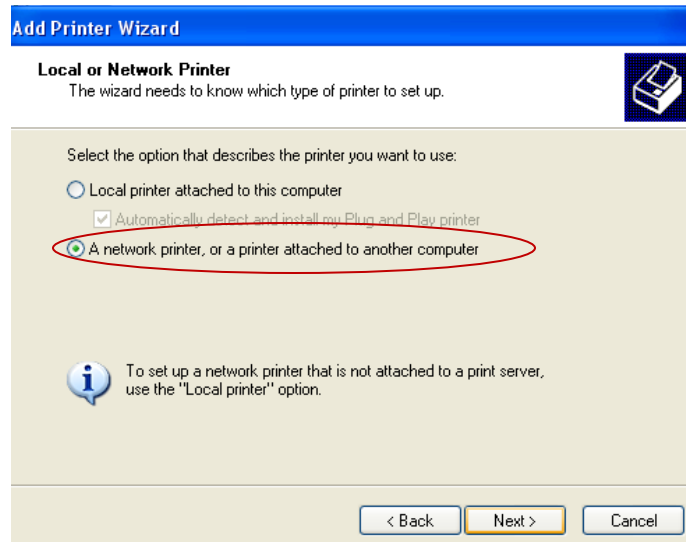


# How to load the printer onto your workstation



# How to load the printer onto your workstation




**Add Printer Wizard**

**Local or Network Printer**  
The wizard needs to know which type of printer to set up.

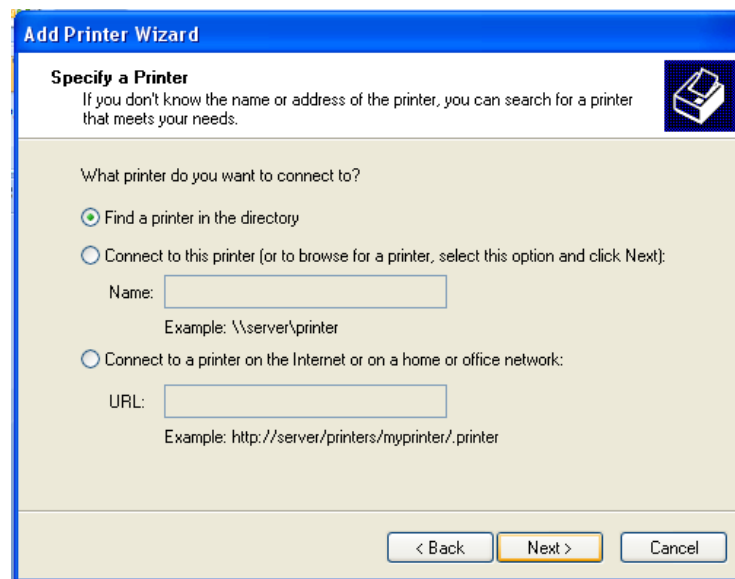
Select the option that describes the printer you want to use:

- ☐ Local printer attached to this computer
  - ☒ Automatically detect and install my Plug and Play printer
- ☒ A network printer, or a printer attached to another computer

 To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back   Next >   Cancel

Click the A Network printer button, and then click Next



**Add Printer Wizard**

**Specify a Printer**  
If you don't know the name or address of the printer, you can search for a printer that meets your needs.

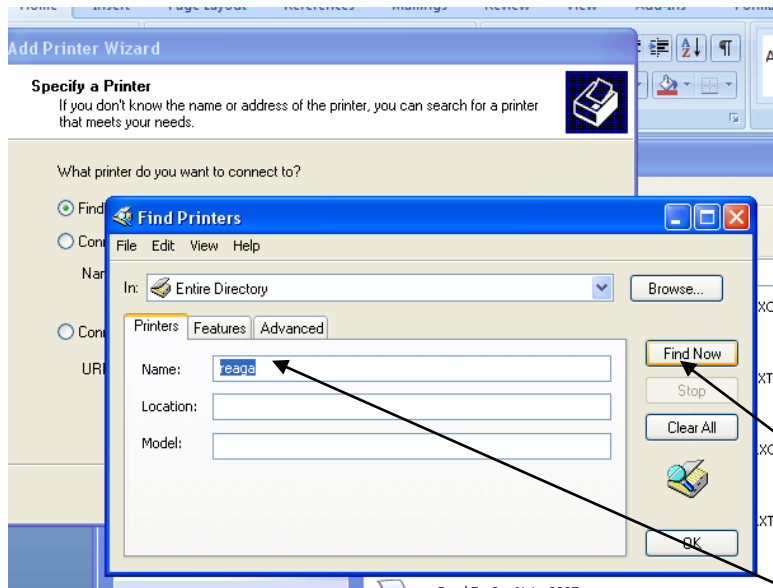
What printer do you want to connect to?

- ☒ Find a printer in the directory
- ☐ Connect to this printer (or to browse for a printer, select this option and click Next):  
Name:   
Example: \\server\printer
- ☐ Connect to a printer on the Internet or on a home or office network:  
URL:   
Example: http://server/printers/myprinter/.printer

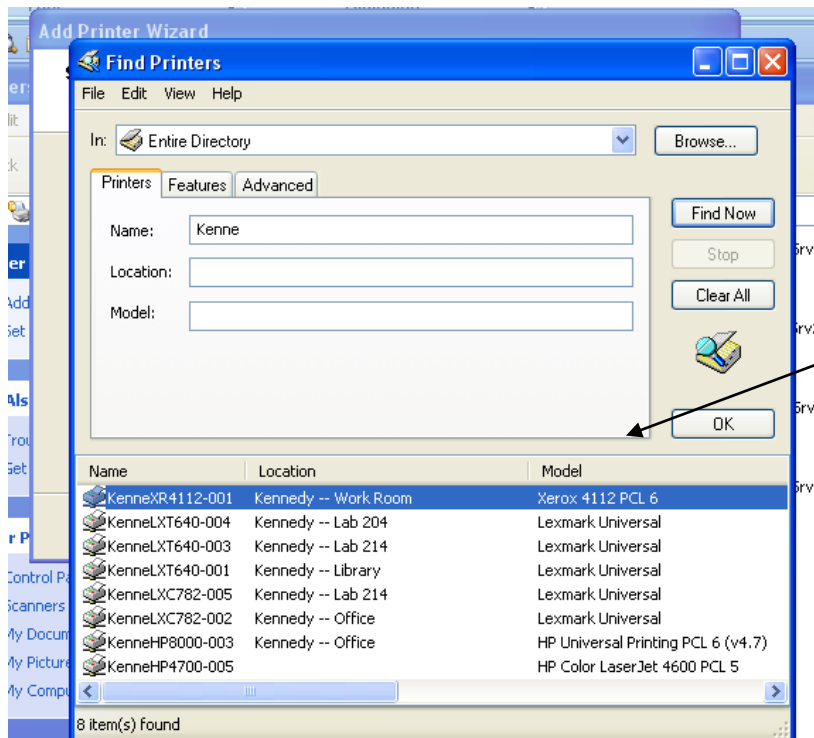
< Back   Next >   Cancel

Click Next

## How to load the printer onto your workstation



Type in **Reaga** (for Reagan Teachers) or **Kenne** (for Kennedy Teachers) in the Name and Click on Find Now



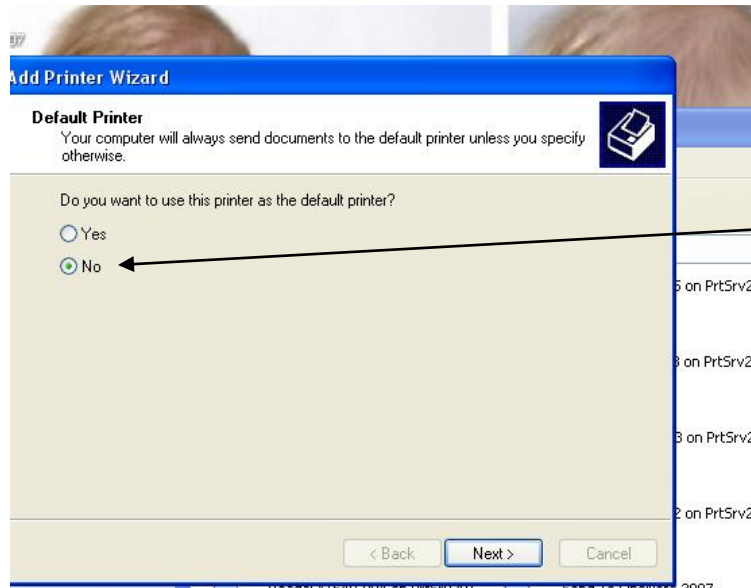
Look For:

Kennedy- KenneXR4112-001

Reagan- ReagaXR4112-001

Click OK when Finished.

## How to load the printer onto your workstation



You will be asked if you want to make it your default printer- please select "NO".

Click Next

Click Finish

The Xerox Printer will be added to your printers-

Follow Dianna's instructions for printing to the Xerox printer, she sent to you in an email.

If you run into any problems please contact me